

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**EMERGENCY FIREFIGHTER HIRING**

Emergency Firefighters (EFF) must be 18 years of age to be eligible for employment. Individuals can receive crew training at age 16 or older.

The Division of Forestry (DOF) employs two categories of Emergency Firefighters (EFF) in its wildland fire program:

- Type II EFF crews
- Non-crew EFF

Type II EFF crews are hired, managed, and paid by the State of Alaska or BLM under the guidelines set forth in the Alaska Emergency Firefighter Type II Crew Management Guide. The Home Unit and Task is found in this chapter on page 7 & 8. The key to acronyms for this list are on page 9.

All non-crew EFF being considered for work are required to submit a *BLM or DNR Emergency Firefighter or Casual Support Worker* application annually so hiring personnel can tell if further action is warranted based on answers provided.

**Access to Firearms**

All incumbents of positions in the warehouse or as drivers are required to annually submit the Applicant *Qualification Inquiry – Firearms Possession* form. See Supplement.

*Note: Firearms Inquiry forms should be accompanied by the definitions of “misdemeanor crime of domestic violence”, Select Portions of Title 18 United States Code. See Supplement. [1117. Restrictions on the Possession of Firearms by Individuals Convicted of a Misdemeanor Crime of Domestic Violence / USAM / Department of Justice](#)*

**Hours of Work**

EFF are hired as temporary emergency workers in response to hazardous wildfire situations. The State does not guarantee the length of employment, working schedules, or number of hours per day. EFF crews will be paid for no less than eight hours of work per day except for the first and last day of an assignment, mandatory day off, or when being terminated. Non-crew EFF has no similar guarantee.

**Timesheets and Pay** – See Chapter 2 – Incident Payroll

**EFF Employment Information**

General information about the EFF program, as well as an information packet and application for non-crew positions, can be found at [//forestry.alaska.gov/employ.htm](http://forestry.alaska.gov/employ.htm).

**Alaska Job Center**

Different Alaska Job Center offices throughout the state offer varying levels of assistance. DOF is responsible for coordinating with local Job Center offices to develop procedures for referring and recruiting applicants during fire season for their Area.

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Non-crew EFF hires must be made through Alaska Job Center offices whenever possible. Area or Regional offices can hire from applications previously collected by Job Center offices and forwarded to Forestry in lieu of contacting Job Center first each time. All DOF offices will use standardized employment applications (BLM or DNR Emergency Firefighter or Casual Support Worker Form).

Previously employed EFF recommended for rehire with acceptable performance ratings may either be name requested from Alaska Job Center or contacted directly because of fire operational needs. Some Alaska Job Center offices only accept applications for a specific time period. Employment-related telephone inquiries from prospective non-crew EFF should be referred to the nearest Alaska Job Center office provided the Job Center is accepting applications.

If not, an application can be filled out and kept on file in each Area office. If completed Job Center applications aren't at hand, regular job orders can be placed by phone for EFF from the Area file.

At the end of the season, a list of all EFF hires will be supplied to the Job Service through the area or Regional office.

### **Alternate Hiring Procedures**

Applications will be available at each DOF office and Alaska Job Center. Nothing in this procedure prohibits hiring additional workers when Alaska Job Center is unavailable such as weekends, holidays, after hours or when there is no Job Center office.

To support equitable hiring practices, documentation of all attempts, both successful and unsuccessful, to contact applicants by phone are recorded on their application or on a contact log, noting date, time of call and name of person making the call. Logs and applications will be kept on file for two years by the Area or Regional Administrative Office.

### **Requesting a Non-crew EFF**

All EFF hires will be initiated and documented on a Resource Order. Requests for non-crew EFF will be made utilizing the List of Approved EFF Classifications (see supplement) and will be submitted on a General Message form to the State Logistics Center or respective Area Dispatch office for processing with the following information:

- Non-crew EFF position requested
- Name
- Date and beginning time needed
- Whether they need to be fully qualified or if a trainee is acceptable
- Incident name and number
- Reporting location
- Any other special instructions (i.e.; computer, rental car, hotel, per diem, etc.)

State Logistics or the Area Dispatch will generate a Resource Order and fill the request.

In mobilization to the Lower 48 and Canada, there is the expectation regarding self-sufficiency for single resource, particularly EFF. Self-sufficiency is defined as providing for one's own needs without external assistance. Please see Single Resource Self Sufficiency memo dated August 5, 2014 on page 18. Dispatchers should ensure employee meets self-sufficiency criteria.

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**Felony and Misdemeanor Convictions for Non-crew EFF**

When applications reveal a misdemeanor conviction within the preceding five years or a felony conviction regardless of the date it occurred (2 AAC 07.091), a hiring supervisor or manager may not make a job offer without DOA Human Resources' review of the conviction information and detailed duties of the position. Scan the request to hire to [DNR.recruitment@alaska.gov](mailto:DNR.recruitment@alaska.gov). After receiving approval, the non-crew EFF can be offered the position.

**Classification of EFF**

Anyone not fully qualified is considered a trainee and will be paid one level lower than a fully IQS-qualified individual.

**Applicants will be hired and paid at the appropriate EFF classification according to the current List of Approved EFF Classifications** (See Page 10). Hiring offices will work with the Training Specialist/Officer and Fire Support Forester to determine appropriate pay rate of EFF positions not shown on the List of Approved EFF Classifications (THSPs). A source of information can be found in the Administrative Determined (AD) Rates of Pay. These are established rates and positions per the National Wildfire Coordinating Group (NWCG) and Incident Business Committee (IBC). If the work assignment changes, the worker's classification and pay will be appropriately changed to reflect the new duties. Any incidental changes in assignment that cause a rate change must be documented on the crew time report. Permanent or long term changes require a General Message and new Resource Order. If rate change occurs during assignment, original hire rate remains in effect until completion of current assignment.

When a trainee's task book is signed off, certain positions need certifying authority to become IQS qualified. Task books must be scanned to the Alaska Training Officer for processing and entered into IQS. See <http://int.dnr.alaska.gov/forestry/training/index> for task book authorizations chart (fifth bullet on page).

**At no time will an EFF, regardless of length of service or qualifications, be paid at a higher rate than the assigned work requires.**

**EFF Hiring Paperwork**

**FORM**

Personnel Action – Emergency Firefighter  
Equal Employment Opportunity Survey  
Designation of Beneficiary\*  
W-4  
I-9 (Employment Eligibility Verification)  
Conditions of Hire for Emergency Firefighters  
Nepotism Waiver

Blood-borne Pathogens  
OF-288 (Emergency Firefighter Time Report)  
Direct Deposit

**FREQUENCY**

Once per season and any address change  
Once per season, shred after scan to Region  
Once per season unless changes occur  
Once per season  
Once per season  
Once per season, maintain at hiring office  
Only if non-crew EFF is related to regular  
DNR employee or another non-crew EFF  
Once per season, give to EFF  
Kept current while under hire  
Once per season

\*If primary and contingent beneficiary are listed, each must total 100%

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**USE LEGAL NAMES, NOT NICKNAMES ON ALL FORMS**

**Nepotism**

If a non-crew EFF is related to a DNR employee or another non-crew EFF, the following procedure is required:

1. BEFORE offering the position, get verbal approval from Area Forester for Area employee, State Support Forester for Warehouse/SLC positions, and Regional Forester for Regional position.
2. Complete Request for EFF Nepotism Waiver form, include additional information for consideration and org chart. (Example page 19)
3. Appropriate Area Forester or Unit Supervisor signs form.
4. Forward completed form and support information to the Regional Administrative Officer.
5. Regional Administrative Officer will forward to Regional Forester or DOF Management Team Member in the supervisory chain for approval within three days of hire.
6. If denied, the Regional Administrative Officer or Regional Forester will notify the Area/Unit they must terminate the EFF immediately.
7. A log will be kept in the Region Office of all nepotism requests.

Picture ID: Individuals must have picture ID issued by a state or federal government entity in their possession at the time of hire and for the duration of the assignment.

Red Card: Individuals must possess a current Interagency Red Card if one is required for the position being hired. Check the Red Card for currency, an approved signature and appropriate fitness and work qualifications.

Inability to Perform Duties: If it appears that because of illness, injury or disorientation, an EFF's ability to do their job is compromised, notify hiring office Dispatch Coordinator immediately.

**Crew Hiring**

**The following items are needed in addition to those listed previously when hiring a crew:**

- Passenger and Cargo Manifest (SOA form 10-3138 example page 16)
- Crew Time Report (CTR) book given to Crew Boss or Crew Representative
- OF-288's with headers completed including Employee ID's and time started are given to Crew Boss or Crew Representative

If there are less than 18-20 people in the crew, notify dispatch and determine if the crew will still be needed. Make sure each individual is wearing serviceable 8" leather lace-up boots.

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Begin crew's time from when they were ordered to standby at the airstrip or pickup point, regardless of when transportation actually arrives to pick them up. The Crew Boss or occasionally Squad Boss, may have additional time on CTR because of extra duties associated with crew management.

The Crew Boss or Crew Representative is responsible for getting time reports, CTR book and Passenger and Cargo Manifest to the incident Finance Section or when applicable to the Area office.

**IMPORTANT:** DO NOT USE WHITEOUT, edit, or modify a W-4 or I-9. It will not be accepted by payroll. Please use a new form if corrections are needed.

**Distribution of Hiring Paperwork**

Scan completed hiring paperwork to Regional Administrative office and maintain originals in hiring Area offices. Submit completed hiring packets immediately upon completion to the Regional offices. Be sure to shred both the scanned copy and the original Equal Employment Opportunity Survey.

**State Hiring Paperwork**

Review and forward originals or scan to appropriate Region.

Coastal Region	Northern Region
Division of Forestry	Division of Forestry
101 Airport Road	3700 Airport Way
Palmer, AK 99645	Fairbanks, AK 99709
Phone (907)761-6289	Phone (907)451-2660

Regional Administrative offices will audit hiring packets before forwarding to Payroll.

**Termination of Assignment or Employment Due to Documentation Insufficiencies**

Termination of employment for non-crew EFF will occur for:

- Failure to obtain approval of a nepotism waiver
- Failure to submit a nepotism waiver within 3 days of hire

Termination of employment for any EFF will occur for:

- Failure to submit ID/documents for I-9 verification within 3 days of hire
- Just cause

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AFS Hiring Paperwork: **If out of area, please FED EX original OF-288's to below address.**  
(AFS **MUST** have originals to process payroll)

Alaska Fire Service  
P.O. Box 35005  
Fort Wainwright, Alaska 99703-0005  
Attention: Financial Services  
Phone (907)356-5781 or (907)356-5780

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**POINT OF HIRE TASK LIST**

<b><u>LOCATION</u></b>	<b>DESIGNATED CREW</b>	<b>3-LETTER CODE</b>	<b>DOF CREW TASK</b>	<b>ADMIN OFFICE</b>	<b>AGENCY</b>	<b># OF CREWS</b>
Allakaket	Y	6A8		TAD	AFS	1
Aniak		ANI	F302	SWS	DOF	
Chevak	Y	VAK	F303	SWS	DOF	1
Copper Center		GKN	F304	CRS	DOF	
Delta	Y	BIG	F305	DAS	DOF	1
Dillingham		DLG	F327	SWS	DOF	
Fairbanks	Y	FAI	F306	FAS	DOF	2
Ft. Yukon	Y	FYU		UYD	AFS	2
Grayling	Y	KGX		GAD	AFS	1
Haines/Juneau		JNU	F307	SWS	DOF	
Hooper Bay	Y	HPB	F309	SWS	DOF	2
Homer		HOM	F308	KKS	DOF	
Huslia	Y	HLA		GAD	AFS	2
Kalskag, Lower	Y	KLG	F310	SWS	DOF	1
Kalskag, Upper	Y	KLG	F324	SWS	DOF	1
Kaltag	Y	KAL		GAD	AFS	1
Kenai/Soldotna		ENA	F328	KKS	DOF	
Koyukuk	Y	KYU		GAD	AFS	1
Marshall	Y	3A5		GAD	AFS	1
McGrath		MCG	F311	SWS	DOF	
Mentasta		MEN	F312	TAS	DOF	
Minto	Y	51Z		TAD	AFS	1
Mt. Village	Y	MOU		GAD	AFS	1

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**POINT OF HIRE TASK LIST**

<b><u>LOCATION</u></b>	<b>DESIGNATED CREW</b>	<b>3-LETTER CODE</b>	<b>DOF CREW TASK</b>	<b>ADMIN OFFICE</b>	<b>AGENCY</b>	<b># OF CREWS</b>
Nenana		ENN	F313	FAS	DOF	
New Stuyahok		KNW	F326	SWS	DOF	
Nikolai		5NI	F314	SWS	DOF	
Nondalton	Y	5NN	F315	SWS	DOF	1
Northway		ORT	F317	TAS	DOF	
Nulato	Y	NUL		GAD	AFS	1
Palmer		PAQ	F318	MSS	DOF	
Ruby	Y	RBY		GAD	AFS	1
Scammon Bay		SCM	F325	SWS	DOF	
Selawik	Y	WLK		GAD	AFS	1
Shageluk		SHX	319	SWS	DOF	
Slana		GKN	F308	TAS	DOF	
Sleetmute		SLQ	F320	SWS	DOF	
St. Michael	Y	5S8		GAD	AFS	1
Stebbins	Y	WBB		GAD	AFS	1
Tanacross		TSG	F321	TAS	DOF	
Tetlin		3T4	F322	TAS	DOF	
Tok		6K8	F323	TAS	DOF	
Upper Tanana	Y	TSG		TAD	AFS	2
Venetie	Y	VEE		UYD	AFS	1



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**AFS Areas:**

GAD - Galena Zone, Galena

TAD - Tanana Zone, Tanana

UYD - Upper Yukon Zone, Fairbanks

**DOF Areas:**

SWS - Southwest Area, McGrath – Home Unit Z31A

MSS - Mat-Su Area, Palmer – Home Unit Z31A

CRS - Valdez-Copper River Area, Glennallen – Home Unit Z31F

TAS - Tok Area, Tok – Home Unit Z31F

DAS - Delta Area, Delta – Home Unit Z31F

FAS - Fairbanks Area, Fairbanks – Home Unit Z31F

KKS - Kenai-Kodiak Area, Soldotna – Home Unit Z31A

Fairbanks – JBA - Home Unit Z31F

Copper River/Delta/Fairbanks/Nenana/Northway/Tanacross/Tetlin/Tok/Mentasta

Anchorage – EBA – Home Unit Z31A

ALL OTHER LOCATIONS

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2017 LIST OF APPROVED EFF CLASSIFICATIONS					
Title	Mnemonic	Rate	Title	Mnemonic	Rate
Admin Aide***		EFF-5	Helicopter Crew Member*	HECM	EFF-4
Advanced Emergency Med Tech (not fireline)	AEMT	EFF-8	Incident Commander Type 5*	ICT5	EFF-5
Advanced Emergency Med Tech (fireline)	AEMF	EFF-9	Incident Commander Type 4*	ICT4	EFF-6
Agency Representative*	AREP	EFF-11	Incident Commander Type 3*	ICT3	EFF-10
Aircraft Base Radio Operator*	ABRO	EFF-4	Incident Communication Center Mgr*	INCM	EFF-5
Aircraft Dispatcher*	ACDP	EFF-8	Incident Communication Technician	COMT	EFF-6
Air Support Group Supervisor*	ASGS	EFF-10	Initial Attack Dispatcher *	IADP	EFF-8
Air Tactical Group Supervisor*	ATGS	EFF-10	Interagency Resource Rep*	IARR	EFF-9
Air Tactical Supervisor	ATS	EFF-11	Laborer***		EFF-3
Airtanker Base Manager*	ATBM	EFF-10	Lead Accounting/Admin Tech***	ACCT	EFF-7
Base Camp Manager*	BCMG	EFF-5	Line Officer***	LINE	EFF-11
Camp Crew Member***	CAMP	EFF-1	Loadmaster***	LOAD	EFF-9
Camp Crew Squad Boss***		EFF-3	Mixmaster*	MXMS	EFF-7
Camp Crew Boss***	CACB	EFF-4	Materials Handler *	WHHR	EFF-5
Cashe Liaison		EFF-7	Materials Handler Leader *	WHLR	EFF-6
Carpenter***	CARP	EFF-9	Mechanic (Automotive/Heavy Equip)***	GMEC	EFF-7
Clerk***		EFF-3	Mechanic, Maintenance***	FMNT	EFF-6
Comp for Injury Specialist	INJR	EFF-5	Medical Unit Leader*	MEDL	EFF-8
Cook, Head Camp***	COOK	EFF-6	Operations Branch Director*	OPBD	EFF-11
Cook Helper***	THSP	EFF-3	Ordering Manager*	ORDM	EFF-5
Crew Administrative Representative***	CAR	EFF-8	Personnel Time Recorder*	PTRC	EFF-5
Crew Representative*	CREP	EFF-7	Pilot* or Pilot***	PILO	EFF-12
Deck Coordinator*	DECK	EFF-6	Prevention/Education Team Leader	PETL	EFF-11
Detection Specialist***	AOBS	EFF-6	Prevention/Education Team Member	PETM	EFF 10
Crew Representative*	CREP	EFF-7	Prevention Technician***	PREV	EFF-6
Division/Group Supervisor*	DIVS	EFF-10	Public Information Officer Type I*	PIO1	EFF-12
Driver, CDL Required	DRCL	EFF-5	Public Information Officer Type II*	PIO2	EFF-11
Driver, >1 Ton and ≤ 4 Tons (No CDL)	DRIV	EFF-4	Public Information Officer*	PIOF	EFF-9
Emergency Medical Tech Basic	EMTB	EFF-7	Radio Operator*	RADO	EFF-4
Emergency Medical Tech Fireline	EMTF	EFF-8	Ramp Manager*	RAMP	EFF-6
Emergency Medical Tech Paramedic (fireline)	EMPF	EFF-10	Receiving & Dist. Manager*	RCDM	EFF-5
Emergency Medical Tech Paramedic	EMTP	EFF-10	Resource Advisor***	READ	EFF-9
Engine Boss* or Engine Boss**	ENGB	EFF-6	Retardant Crew member***	THSP	EFF-6
Equipment Inspector	EQPI	EFF-4	Safety Officer Type 1*	SOF1	EFF-12
Engine Operator* or Engine Operator**	ENOP	EFF-5	Safety Officer Type 2*	SOF2	EFF-11
Equipment Manager*	EQPM	EFF-5	Safety Officer, Line*	SOFR	EFF-9
Equipment Time Recorder*	EQTR	EFF-5	Section Chiefs Type 1*		EFF-12
Expanded Dispatch Recorder*	EDRC	EFF-3	Section Chiefs Type 2*		EFF-11
Expanded Dispatch Coordinator*	CORD	EFF-10	Security Guard	SECG	EFF-3
Expanded Supervisory Dispatcher*	EDSP	EFF-8	Security Manager*	SECM	EFF-5
Expanded Support Dispatcher*	EDSD	EFF-6	Staging Area Manager*	STAM	EFF-6
Basic Faller *	FAL3	EFF-4	Status Check-In Recorder*	SCKN	EFF-5
Intermediate Faller *	FAL2	EFF-5	Strike Team Leader -All Types*		EFF-8
Advanced Faller *	FAL1	EFF-10	Structure Protection Specialist*	STPS	EFF-10
Field Observer*	FOBS	EFF-6	Take Off and Landing Coordinator*	TOLC	EFF-6
Firefighter Type 1*	FFT1	EFF-4	Task Force Leader*	TFLD	EFF-8
Firefighter Type 2*	FFT2	EFF-3	Unit Leaders* (w / exception of		EFF-8
Firefighter, Single Resource, IA Yr 2 +		EFF-4	DOCL & PROC w hich are EFF 6 & 9 respectively)		
Fire Behavior Analyst*	FBAN	EFF-10	Warehouse Work Leader***		EFF-5
Fire Investigator*	INVF	EFF-11	Warehouse Worker***		EFF-4
Fixed Wing Base Manager*	FWBM	EFF-9			
Fixed Wing Parking Tender*	FWPT	EFF-3	Type 2 Crew		
Food Service Worker***		EFF-1	Crew Member*	FFT2	EFF-3
Fork Lift Operator***	FLOP	EFF-2	Squad Boss*	FFT1	EFF-4
Fueler***		EFF-2	Crew Boss*	CRWB	EFF-6
Fuel Specialist***	FUEL	EFF-4			
GIS Specialist*	GISS	EFF-7	Type 3 General Staff Positions		
Heavy Equipment Boss	HEQB	EFF-6	Finance/Admin Section Chief Type 3	FSC3	EFF-10
Helicopter Manager, Single Resource*	HMGB	EFF-7	Logistics Section Chief Type 3	LSC3	EFF-10
Helibase Manager Type 2*	HEB2	EFF-8	Operations Section Chief Type 3	OPS3	EFF-10
Helibase Manager Type 1*	HEB1	EFF-9	Planning Section Chief Type 3	PSC3	EFF-10
* Must meet ICS requirements and possess a valid Red Card. Trainees are hired at one pay rate below qualified hires.					
** Must be dispatched as part of a Structure Fire Department (SFD) unit of apparatus.					
*** Alaska positions, local hire, not normally sent to the Low er-48 states except for CAR.					
+Non-ICS position, use mnemonic only in Alaska.					
EFF-1	\$12.21	EFF-6	\$ 19.77	EFF-11	\$32.30
EFF-2	\$13.42	EFF-7	\$ 21.57	EFF-12	\$38.75
EFF-3	\$14.99	EFF-8	\$ 24.15	EFF-13	\$46.05
EFF-4	\$16.46	EFF-9	\$ 26.71		
EFF-5	\$18.10	EFF-10	\$ 29.42		
To get the rate of a position not listed here, the equivalent can be found in the Federal AD pay plan or contact the Admin Officer Northern Region at (907) 451-2663. THSPs must be approved through the Training Officer (907) 822-3305 and the State Fire Operations Forester					

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**PERSONNEL ACTION - EMERGENCY FIREFIGHTER**

<p>Employee ID# <u>① XXXXXX</u></p> <p>Name: <u>③ John Doe</u></p> <p>Date of Birth: <u>⑤ 01-02-1956</u></p> <p>Home Phone: <u>⑦ 907-000-0000</u></p> <p>[ ] Married [X] Single <u>⑨</u></p> <p>Address for Paycheck: <u>⑪</u>  <u>PO Box 1111</u>  <u>North Pole AK 99705</u></p>	<p>② New Hire <input checked="" type="checkbox"/> Yes [ ] No [ ] Change of Address</p> <p>④ [ ] Crew <input checked="" type="checkbox"/> Single Resource</p> <p>⑥ Are you at least 18 years old? <input checked="" type="checkbox"/> Yes</p> <p>⑧ Are you a State Employee? [ ] Yes <input checked="" type="checkbox"/> No</p> <p>⑩ Are you related to a DNR State Employee or non-crew EFF? [ ] Yes <input checked="" type="checkbox"/> No</p> <p>⑫ Same address for W-2? <input checked="" type="checkbox"/> Yes [ ] No          If "No" please fill in: _____</p>																				
<p><b>⑬ EMERGENCY CONTACT INFO</b></p>																					
<p>Name: <u>John Doe</u></p> <p>Address: <u>PO Box 1111</u>  <u>North Pole AK 99705</u></p> <p>Phone #: <u>907-000-0000</u></p>	<p>Name: <u>John Doe Sr</u></p> <p>Address: <u>PO Box 2222</u>  <u>North Pole AK 99705</u></p> <p>Phone #: <u>907-000-0000</u></p>																				
<p><b>CONDITION OF HIRE AND BLOODBORNE PATHOGEN ACKNOWLEDGMENT</b></p> <p>I have read, or had read to me, and understand the documents noted in items I and II listed below:</p> <p>I. State of Alaska - Division of Forestry's Conditions of Hire; and I agree to abide by them throughout the duration of employment, and</p> <p>II. State of Alaska brochure entitled "Protecting Employee from Hepatitis A Virus, Hepatitis B Virus, and Human Immunodeficiency Virus"</p> <p>and realize that by doing so, I have fulfilled the Level I training requirement of the Bloodborne Pathogens Exposure Control Plan.</p>																					
<p>⑭ <u>John Doe</u>          Signature of EFF Employee</p> <p>⑯ <u>Admin Asst</u>          Signature of Witness (Hiring Person)</p>	<p>⑮ <u>05-01-20XX</u>          Date</p> <p>⑰ <u>05-01-20XX</u>          Date</p>																				
<p><b>TO BE COMPLETED BY HIRING PERSONNEL:</b></p>																					
<p>EFF Hire Date: <u>⑱ 05-01-20XX</u></p> <p>Job Title: <u>⑲ Field Observer (FABS)</u></p> <p>Home Unit/Task: <u>⑲ Z31F - F313</u></p> <p>Crew Name (if applicable): <u>⑲ Single Resource</u></p> <p>3 Letter Designator: <u>⑲ MCH</u> (3-letter code)</p>																					
<p>EFF Type - Check One:</p> <table style="width: 100%;"> <tr> <td>Crew Member <u>⑲</u></td> <td>EFF 1 _____</td> <td rowspan="6"> <p>⑳ Pay Rate - Check One:</p> <table style="width: 100%;"> <tr><td>EFF 7 _____</td></tr> <tr><td>EFF 8 _____</td></tr> <tr><td>EFF 9 _____</td></tr> <tr><td>EFF 10 _____</td></tr> <tr><td>EFF 11 _____</td></tr> <tr><td>EFF 12 _____</td></tr> <tr><td>EFF 13 _____</td></tr> </table> </td> </tr> <tr> <td>Squad Boss _____</td> <td>EFF 2 _____</td> </tr> <tr> <td>Crew Boss _____</td> <td>EFF 3 _____</td> </tr> <tr> <td>Other <u>㉑</u></td> <td>EFF 4 _____</td> </tr> <tr> <td></td> <td>EFF 5 _____</td> </tr> <tr> <td></td> <td>EFF 6 <u>X</u></td> </tr> </table>		Crew Member <u>⑲</u>	EFF 1 _____	<p>⑳ Pay Rate - Check One:</p> <table style="width: 100%;"> <tr><td>EFF 7 _____</td></tr> <tr><td>EFF 8 _____</td></tr> <tr><td>EFF 9 _____</td></tr> <tr><td>EFF 10 _____</td></tr> <tr><td>EFF 11 _____</td></tr> <tr><td>EFF 12 _____</td></tr> <tr><td>EFF 13 _____</td></tr> </table>	EFF 7 _____	EFF 8 _____	EFF 9 _____	EFF 10 _____	EFF 11 _____	EFF 12 _____	EFF 13 _____	Squad Boss _____	EFF 2 _____	Crew Boss _____	EFF 3 _____	Other <u>㉑</u>	EFF 4 _____		EFF 5 _____		EFF 6 <u>X</u>
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	EFF 5 _____																				
	EFF 6 <u>X</u>																				
<p>HR Staff - Input by: _____</p>																					

3/31/2017

Reviewed by (initials): aa  
 Date sent to Region: 05-01-20XX

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**INSTRUCTIONS FOR PERSONNEL ACTION-EMERGENCY FIREFIGHTER**

1. Employee ID#: Make sure it matches on all paperwork
2. Always mark “New Hire” the first time the EFF Personnel Action is done each season
3. Name: Full legal name, include Jr., Sr., etc. No nick names
4. Hired as crew or single resource
5. Date of Birth: Verify 18 years of age
6. Must be at least 18 year’s old
7. Home Phone: Village phone, cell phone, or contact phone may be used
8. Are you a State Employee? If the answer is yes, immediately contact the Regional Admin Assistant so they can determine if the hire will be approved
9. Married or single
10. For non-crew EFF only: If answer to this question is “yes”, a request for EFF Nepotism Waiver form must be filled out
11. Where paycheck should be mailed
12. If not the same as paycheck, you must provide address where your W-2 should be sent
13. Emergency Contact Information: Include 2 contacts when possible
14. Employee Signature: Employee signs here to acknowledge Conditions of Hire for Emergency Firefighters and the brochure “Protecting Employees From Hepatitis A Virus, Hepatitis B Virus and Human Immunodeficiency Virus”, have been read and understood
15. Date of employee signature
16. Witness or Hiring Person: Must be signed
17. Date of Witness Signature
18. Date of Hire
19. Social Security Card requested but employee was unable to provide, check box
20. Job Title: Must be from the EFF Classification List. Exceptions must be requested through the Training Office and approved by the State Fire Operations Forester
21. Home Unit Z31A or Z31F/Task. See list on pages 7 & 8
22. Crew name: See Point of Hire Charge Code List on pages 7 & 8. If not on a crew, write “Single Resource”
23. 3 Letter Designator: Generally the 3-letter airport designator for the EFF’s point of hire
24. EFF Pay Rate: Must match EFF type and qualifications
25. EFF Type: Check only one
26. Other: Check when hiring non-crew EFF

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**STATE OF ALASKA  
DESIGNATION OF BENEFICIARY FOR UNPAID COMPENSATION**

This form names the people you want to receive unpaid wage compensation in the event of your death while an employee of the State of Alaska. It can also be used to change those names at any time. Your wishes may not be carried out as intended if the form is not completed correctly.

Employee Name John Doe, JR Department Natural Resources  
Employee ID 123-45-6789 Date of Birth 01/02/1956  
☒ INITIAL AUTHORIZATION ☐ CHANGE

PRIMARY BENEFICIARY (IES)				CONTINGENT BENEFICIARY (IES)			
Name <u>John Doe, SR</u>				Name <u>Jane Doe</u>			
Address <u>P.O. Box 321</u>				Address <u>P.O. Box 321</u>			
City, State & Zip Code <u>McGrath, AK 99627</u>				City, State & Zip Code <u>McGrath, AK 99627</u>			
Relationship <u>Father</u>	DOB (if minor)	Percentage <u>100</u>	%	Relationship <u>Mother</u>	DOB (if minor)	Percentage <u>50</u>	%
Name				Name <u>Tom Doe</u>			
Address				Address <u>P.O. Box 321</u>			
City, State & Zip Code				City, State & Zip Code <u>McGrath, AK 99627</u>			
Relationship	DOB (if minor)	Percentage	%	Relationship <u>Brother</u>	DOB (if minor)	Percentage <u>50</u>	%
Name				Name			
Address				Address			
City, State & Zip Code				City, State & Zip Code			
Relationship	DOB (if minor)	Percentage	%	Relationship	DOB (if minor)	Percentage	%
Name				Name			
Address				Address			
City, State & Zip Code				City, State & Zip Code			
Relationship	DOB (if minor)	Percentage	%	Relationship	DOB (if minor)	Percentage	%
TOTAL PRIMARY PERCENTAGE MUST EQUAL			<b>100%</b>	TOTAL CONTINGENT PERCENTAGE MUST EQUAL			<b>100%</b>

Employee Signature <u>John Doe Jr</u>	Date <u>5/1/20XX</u>	Witness <u>Admin Assistant</u>	Date <u>5/01/20XX</u>
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**INSTRUCTIONS**

1. You may designate one primary beneficiary who would be the sole beneficiary.
2. You may designate primary beneficiary(ies) and contingent beneficiary(ies). Primary beneficiaries receive the benefit first if you die. Contingent beneficiaries receive the benefit if the primary beneficiary has died.
3. You may designate any number of beneficiaries to share in any manner you wish. Please designate the percentage to pay each beneficiary. The total percentage of all Primary beneficiaries must equal 100% and the total of all Contingent beneficiaries must equal 100%. List each name separately; attach additional forms if necessary.
4. If you are designating a minor (under 18 yrs of age) as your beneficiary, you must add the minor's date of birth (DOB).
5. Should you wish to change or alter your designation of beneficiary, be sure to complete a new form in its entirety.
6. This form must be witnessed by someone who can verify your identity and who is not your beneficiary.

Return this completed form to your Payroll Services Section or Agency HR Office, or you may send it directly to Dept. of Administration, Div. of Finance, Payroll Section, P.O. Box 110204, Juneau AK 99811-0204.

Rev. 04/25/2012



[illegible]

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**Instructions for Emergency Firefighter Time Report (OF-288)**

- Block 1: EI-Suite will create a unique identifier number for each employee. Use only 7 digits followed by A,B,etc., for multiple pages.
- Block 2: Unique Employee ID: Assigned by State of Alaska payroll.
- Block 3: Type of Employment: EFF are “Other” employees. Write “State EFF.”
- Block 4: Hiring Unit Name
- Block 5: NAME (First, Middle, Last)
- Block 6: Hiring Unit Phone Number
- Block 7: Hiring Unit Fax Number
- Blocks 8-14: Self-explanatory
- Block 15: Accounting Code
- Year: Put in Year
- Block 16: Total hours of column
- Block 17: Total hours of all columns
- Block 18: Commissary and Travel
- Block 19: Remarks
- Block 20: Employee Signature
- Block 21: Time Officer Signature

See Chapter 2 Incident Payroll for recording time and closing out OF-288.

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**STATE OF ALASKA** (1) Hooper Bay #1

<b>DIVISION of FORESTRY</b>		<b>PASSENGER and CARGO MANIFEST</b>					
ORDERING UNIT OR ORDER NUMBER (2) AK-CRS-042		INCIDENT NAME (3) Glenn Fire		INCIDENT NUMBER (4) 73X14042			
NAME OF CARRIER (5) Hagelund		VEHICLE # AND TYPE (6) N732A		VEHICLE OPERATOR or AIRCRAFT PILOT NAME (7) Joe Pilot			
CHIEF OF PARTY (8) Boss Mann		REPORT TO (9)		IF DELAYED, CONTACT (10) CRS			
DEPARTURE PLACE		ETD	ETA	INTERMEDIATE STOPS PLACE		ETD	ETA
(11) HPB				(12) MCG			
							(13) GKN
PASSENGER AND OR CARGO NAME		M	F	PASSENGER WEIGHT (17)	CARGO WEIGHT (18)	DUTY ASGMT. IF APPLICABLE (19)	
HOME UNIT (20)							
1.	(14) Boss Mann CB	X		220	42		
2.	Joe Friday SB	X		165	40		
3.	Henry Lake SB	X		160	43		
4.	William Iverson SB	X		170	40		
5.	Joe Crew CM	X		185	42		
6.	Sandra Smith CM	X		125	42		
7.	Candy Clark CM	X		130	40		
8.	Colin McKenzie CM	X		140	41		
9.	Ben Prax CM	X		200	43		
10.	Leanna Williams CM	X		130	42		
11.	Amanda Copeland CM	X		140	40		
12.	AJ Pirrotta CM	X		165	41		
13.	Jeff Monck CM	X		210	42		
14.	John Bjunes CM	X		170	40		
15.	Dan Anderson CM	X		185	43		
16.	Larry Malimberg CM	X		165	43		
17.	Cindy Lands CREP	X					
18.							
19.							
20.							
21.							
22.							
SIGNATURE OF AUTHORIZED REPRESENTATIVE (21) Sally Mae House						DATE 05/01/0X	

10-3138 (3/87) Distribution: White - Retain in Book Yellow - Chief of Party Pink - Check in Recorder/Mail Goldenrod - Pilot or Driver



**INSTRUCTIONS FOR PASSENGER AND CARGO MANIFEST**

Prepare a Passenger and Cargo Manifest (SOA form 10-3138, page 16) if personnel are to be transported away from the point of hire. Press firmly through all four layers.

Regardless of the mode of transportation for the crew, a manifest should be prepared. This document serves as an excellent tracking tool, and it provides for expedience in the event that transportation plans change.

1. Crew Name if applicable in the upper right hand corner
2. Ordering unit or order number: Resource order number
3. Incident Name: Name of incident
4. Incident Number: 8-digit state fire number
5. Name of Carrier: Use air transportation carriers name or ground transportation name (i.e.: Laidlaw, Evergreen)
6. Vehicle # and Type: Use tail number, license plate number, or equipment number
7. Name of vehicle operator or aircraft pilot
8. Chief of Party: Crew Boss or Crew Representative's name
9. Report to: Leave blank
10. If Delayed contact: Hiring dispatch office
11. Departure Place: Airport or town party is leaving (use 3 letter designator)
12. Intermediate Stops: Aircraft only, refueling stops
13. Destination Place: Final destination if possible
- 14-20. Self-explanatory
21. Signature of Authorized Representative: Must have a signature
22. Date: Date when manifest is prepared
23. Distribution: 4 copies (1 with crew, 1 forwarded to SLC or Area office, 1 retained by hiring official, 1 with aircraft pilot or bus driver)

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**MEMORANDUM  
Department of Natural Resources**

**STATE OF ALASKA  
Division of Forestry**

TO: All Fire Staff

DATE: August 5, 2014

Thru: Tom Kurth   
Chief, Fire and Aviation  
[tom.kurth@alaska.gov](mailto:tom.kurth@alaska.gov)

TELEPHONE NO.: (907) 451-2675

SUBJECT: Single Resource  
Self Sufficiency



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Recent mobilizations to the firefighting effort in the Lower 48 and Canada have brought forth issues regarding “self-sufficiency” for single resources, particularly emergency fire fighters (EFF). The expectation of self-sufficiency is that a single resource can navigate their way to/from and often during an entire incident. Self-sufficiency can be defined as providing for one’s own needs without external assistance. This has been a long standing trend on Lower 48 fire assignments. DOF is not expected to provide these on a short term basis outside of our regular state employees. The Division of Forestry needs to adjust to this expectation and individuals, particularly EFF, will need the following:

- Cell phone with Lower 48 coverage,
- Driver’s license – a Class D (rural) off highway license does not meet this requirement,
- Credit Card with an available balance of at least \$2500. A debit card or cash will not satisfy this requirement. A personal credit card would have to be the requirement for EFF,
- Completed and signed time sheets (OFF-288) for all hours claimed on assignment and submitted to home unit administration on return,
- An ability to document and complete travel authorization (TA) upon return,
- Credit card receipts for all assignment related charges.

If a firefighter is not capable of being self-sufficient, it is possible that they can still participate in alternative mobilizations. This would include crew mobilizations, helicopter modules, engine assignments, or assignments where they would be paired up with regular agency employees who are self-sufficient.

We are also examining ways to assist through this transition. For example, SLC is setting up car rental agreements to allow for direct billing to a fire. If we have an incident or cooperating agency with prior approval that can guide a resource through the transportation, meals and lodging, and related requirements, we can facilitate that order. This process must have prior approval with sending and receiving agency dispatch approvals. This method is often impractical in today’s Lower 48 environment.

This situation does not apply to Alaskan incidents where we often are providing all the requirements to and from an incident.

We will also develop a “Single Resource EFF Guide” to assist DOF in oversight regarding single resources.

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

**Request for EFF Nepotism Waiver**

Date: \_\_\_\_\_

In accordance with Division Policy, no person may be employed in an EFF position for the Division of Forestry who is the spouse of, or is in a conjugal relationship with, or related by blood or marriage within and including the second degree of kindred to, their immediate State supervisor,\* or supervisor in the chain of command.

However, the Division of Forestry has determined a nepotism policy concerning EFF personnel is necessary for effective and efficient operations during emergency situations. Occasionally emergency employment of personnel related to a DNR Employee is necessary to expedite business associated with an emergency. Authority is requested to employ the individual listed below as a non-crew EFF. He/she will not be placed in any situation where a supervisor/subordinate relationship is inconsistent with Division policy with another classified State employee or another non-crew EFF.

**EFF Non-crew Employee**

<u>John Doe, JR.</u> Name	<u>Father</u> Relationship
<u>Fairbanks</u> Location	<u>FFT 2</u> Position

**Regular DNR State Employee or Non-crew EFF**

<u>John Doe, III</u> Name	<u>Son</u> Relationship
<u>Fairbanks</u> Location	<u>FFT 2</u> Title

John Doe, JR was hired 6/01/20xx, John Doe, III was hired 6/03/20xx  
There is no direct/indirect supervision. See attached OrgChart

Additional information for Area Forester/MTM member consideration.

A current ORG chart must accompany request showing Supervisor relationship between employees.

**Approvals/Disapprovals**

<u>6/03/20xx</u> Date	<u>Woody Owl</u> Area Forester or Unit Supervisor **
--------------------------	---

Approval	Disapproval
<input checked="" type="checkbox"/>	<input type="checkbox"/>

<u>6/03/20xx</u> Date	<u>Smoke E. Bear</u> DOF Management Team Member in Supervisory Chain
--------------------------	---

Approval	Disapproval
<input checked="" type="checkbox"/>	<input type="checkbox"/>

1. Get prior verbal approval from the Area Forester or Unit Supervisor before hiring. Any hire is contingent on final approval by a Management Team member within 3 days of the original hire.
2. Get written approval from the Area Forester or Unit Supervisor.
3. Forward waiver to the Regional Admin Officer with organizational chart attached.
4. The waiver will then be submitted for review and final approval or denial by the DOF Management Team member in the Supervisory Chain within 3 days of the hire.
5. Regional Admin Officer or Regional Forester will notify the Area/Unit if the EFF won't be retained, and the EFF will terminate work immediately.

\*State supervisor is defined as a permanent classified employee of the State.

\*\*Unit supervisors are the Regional Admin Officer, Regional FMO, Aviation Supervisor, Fire Support Forester, etc.

Revised 03/2016

**ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
ALASKA INCIDENT BUSINESS MANAGEMENT HANDBOOK**

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